

Application Process for District Court Appointments

An attorney who is seeking approval for receiving District Court appointments must meet the following criteria at the time of application:

Minimum Qualifications:

1. Must be licensed and in good standing with the State Bar of Texas;
2. Must have at least two years of experience in the practice of criminal law;
3. Must either live in Collin County, maintain their principal office in Collin County or have 80% of their practice in Collin County;
4. Must provide reference letters from 3 members of the Collin County Bar Association; **and**
5. Must have completed at least ten hours of continuing legal education in the field of criminal law in the calendar year prior to application.

Graduated Lists:

3rd Degree/State Jail Felonies:

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law; or
3. At least four criminal jury trials as lead counsel in a court of record.

1st and 2nd Degree Felonies:

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law; or
3. At least eight jury trials, including at least four felony jury trials, as lead counsel in a court of record.

Appeals and Non-Capital Writs:

1. Meet the minimum qualifications as stated above; and
2. Board certified in criminal law or appellate law; or
3. Demonstrate objective competence in the field of criminal appellate law.

Crimes Against Children Cases:

1. Meet the minimum qualifications as stated above; and
2. Must have at least five years experience in the practice of criminal law;
3. Must have 3 years experience in trying CAC cases;
4. Ten hours per year of CLE in criminal law, eight of the hours must be in sex crimes;
5. At least six jury trials as lead counsel for felony and six jury trials for CAC as lead counsel.

Mental Health Cases:

1. Meet the minimum qualifications as stated above; and
2. Six hours of annual mental-health related CLE
3. Board certified in criminal law or appellate law; or
4. At least eight felony jury trials.
5. Attach a recent photo

6. Complete the supplemental application for the MHMC Program.
7. The MHMC wheel is comprised of a limited number. The positions will be filled by the MHMC Attorney Director based on program needs, attorney qualifications and attorney performance.

Complete the application, attach **ALL supporting documentation** and submit it to:

Tracye Sparks
Indigent Defense Coordinator
2100 Bloomdale Road, Suite 20210
McKinney, TX 75071

Incomplete applications or attorneys who do not meet the criteria will NOT be considered.

**APPLICATION FOR APPROVAL AS COURT APPOINTED ATTORNEY
DISTRICT COURTS OF COLLIN COUNTY**

Name:			
Home Address			
(No P.O. Boxes):	County:		
Business Address (No P.O. Boxes):	County:		
Mailing Address (If Different):			
Phone:		Fax:	
Cell:		Email:	
State Bar No.:		Date Licensed:	
Foreign Languages (Must be fluent): <input type="checkbox"/> Spanish <input type="checkbox"/> Other:			
Sign Language: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Do you have any fee sharing, work sharing, or similar agreements with any other attorney relating to any court appointed work? ☐ Yes ☐ No If yes, please describe on a separate sheet.

For what level of appointments are you applying?

☐ 1st & 2nd ☐ 3rd & SJF ☐ Motions ☐ Appeals ☐ MHMC ☐ CAC

Minimum qualifications:

1. Licensed and in good standing with the State Bar of Texas;
2. Must have at least two years of experience in the practice of criminal law;
3. Must maintain their principal office in Collin County, TX;
4. Must provide reference letters from 3 members of the Collin County Bar Association; **and**
5. Must have completed at least ten hours of continuing legal education in the field of criminal law in the calendar year prior to application.

Are you Board Certified in Criminal Law? ☐ Yes ☐ No (If yes, you do not need to attach any supporting documentation other than your most current State Bar CLE compliance form.)

Attach most recent CLE compliance sheet from State Bar and docket sheets, or other proof of jury trials in which you have served as lead counsel. If applying for the Appeal List, attach writing samples.

I affirm under oath that the representations in this application are true. I further agree to notify all judges, in writing, if any of the representations in this application change.

Signature: _____

Date: _____

ORDER

The attached Application is GRANTED and the Applicant's name is ORDERED TO be added to the list from which the selection of appointed counsel is to occur in District Court cases.

Signed this _____ day of _____, 20_____.

Judge Angela Tucker, 199th District Court

Judge Scott Becker, 219th District Court

Judge John Roach, 296th District Court

Judge Ben Smith, 380th District Court

Judge Ray Wheless, 366th District Court

Judge Mark Rusch, 401st District Court

Judge Chris Oldner, 416th District Court

SUPPLEMENTAL APPLICATION FOR MHMC WHEEL

1. Have you worked at a District or County Attorney's Office handling criminal matters? _____ Dates of employment: _____ County: _____
2. Have you worked at a Public Defender's Office? _____
Dates of employment: _____ County: _____
3. Years in which practice? Criminal law _____ Civil law _____
4. Percentage of present law practice spent on criminal or related matters? _____%
5. Criminal Practice Specialties/Board certifications (i.e., violent felonies, DWI, juvenile, narcotics): _____
6. Bar Association Memberships: _____
7. Law School Attended: _____
Graduation date: _____

Please answer yes or no to the following questions and provide requested information:

8. Are you currently in good standing with the State Bar of Texas? _____
If no, please attach separate sheet with explanation.

Are you currently or have you ever been:

- _____Appealing any sanction by the State Bar other than a private reprimand?
- _____Under indictment or charged with a criminal offense other than a traffic offense?
- _____On community supervision (deferred adjudication or "regular" community supervision)?
- _____Convicted of an offense punishable by confinement?
- _____Publicly sanctioned by a State Bar Grievance Committee in this state?
- _____Sanctioned for failure to appear before a court?
- _____Removed from a case for "cause"?
- _____Found by any trial or appellate court to have rendered ineffective assistance of counsel?

*If the answer is "yes", please attach a copy and/or written explanation of the related information.

9. Have you ever admitted, in connection with an official proceeding, to having provided ineffective assistance of counsel? _____
10. Which categories of cases are you currently authorized to accept appointments and which categories are you seeking appointment through MHMC?:

Authorized	Seeking MH Appt.	
_____	_____	Misdemeanor Trial
_____	_____	Misdemeanor Appeals
_____	_____	SJF and 3 rd degree
_____	_____	1 st and 2 nd degree
_____	_____	Felony Appeals
_____	_____	Sex Crimes (6 felony sex crime jury trials required to qualify)

11. Please list anything about your background or experience that you believe would be helpful to you as a member of the Defendants with Mental Illnesses Appointment list (use separate sheet for additional room.)

12. What is the most significant case you worked on as an appointed attorney? Why?

*Questions 8-9 if the answer is “yes” please attach a copy of related information and/or written explanation.

Please attach a resume or statement that you wish to have considered regarding your qualifications to be on the Private Defender Panel.

I _____, understand the MHMC program has standards, which are more stringent than the general attorney wheel. Further, I understand that I must attend an orientation and comply with these standards fully to remain on the wheel.

Attorney Date

State of Texas
County of _____

Sworn to and subscribed before me on the _____ day of _____ 20_____.

Notary Public in and for the State of Texas
Printed Name:_____

SEAL